



# Curriculum Management System

User's Manual

**Instructional Support Services  
2012-2013**

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# Curriculum Management System

## Course Application Field Definitions

Fields marked with \* are required.

| Terminology                       | Definition  |
|-----------------------------------|---|
| Dean*                             | 5 character alpha code for instructional deans. For example: DTARH - Dean, Arts & Humanities  |
| Department Chair *                | 5 character alpha code for department chair/task force. For example: PCFOA - Arabic   |
| Department*                       | 4 character alpha code for department. For example: FOLA – Foreign Language   |
| Budget # *                        | 5 digit unit account code. For example: 10-1- <b>58200</b> -xxxx-00   |
| CIP code *                        | <p>Course approval code used to report course section. Published in <u><a href="http://www.thecb.state.tx.us/AAR/UndergraduateEd/WorkforceEd/wecm/">Workforce Education Course Manual</a></u> (WECM) (<a href="http://www.thecb.state.tx.us/AAR/UndergraduateEd/WorkforceEd/wecm/">http://www.thecb.state.tx.us/AAR/UndergraduateEd/WorkforceEd/wecm/</a>) or <u><a href="http://www.thecb.state.tx.us/AAR/UndergraduateEd/WorkforceEd/acgm.htm">Lower Division Academic Course Guide Manual</a></u> (<a href="http://www.thecb.state.tx.us/AAR/UndergraduateEd/WorkforceEd/acgm.htm">http://www.thecb.state.tx.us/AAR/UndergraduateEd/WorkforceEd/acgm.htm</a>).</p> <p><b>If the CIP is not in CMS, please contact Instructional Support Services to have it added. Please do not use one that “comes close.”</b></p> |
| Course Rubric - Number *          | <p>4 alpha character subject code for discipline plus 4 digit course number.</p> <p>Course numbers with a 7 in the third digit are Local Needs courses; Course numbers with a 9 in the third digit are Special Topic courses.</p> <p><b>If the subject code does not exist, please contact Instructional Support Services prior to entering new information in CMS.</b></p>   |
| Integrated Course Rubric - Number | <p>Corresponding course number used by credit or continuing education. List the rubric and the course number.</p> <p><b>For college credit courses, the integrated course must be a continuing education course. Please be sure the appropriate office is adding the integrated course to the inventory.</b></p>  |
| Credit Type *                     | For College Credit: DV - Developmental or IN - Institutional  |
| Hours *                           | <p>Total semester credit hours for credit courses. For an institutional course, the number of credit hours should match the second digit in the course number.</p> <p><b>If the course is lecture only, leave the non-lecture hours blank.</b></p>  |

# Curriculum Management System

## Course Application Field Definitions

| Terminology                        | Definition   |
|------------------------------------|--|
| Fees *                             | <p>Use the pull down to select fees associated with this course. Most college credit courses must include the FODDC-Dual Fee (currently \$75.00) and a FSIFC-Student Accident Insurance Fee (\$1.00). Select course fee (for courses with lab instructional method), site fee, ride-out fees, insurance fees, etc. relative to this course. Multiple fees may be indicated by selecting <b>Add Another Fee</b>. To remove a fee simply select <b>Blank</b> from the drop-down menu and erase the fee amount.</p> <p><b>All fees must have two-decimal places indicated on the fee. Example: \$75.00.</b></p>   |
| Section Size (Maximum Students) *  | <p>Maximum number of students per section per course.</p> <p><b>This is subject to change by the task force and Curriculum and Programs Committee. CMS will automatically calculate the minimum needed to make a section.</b></p>  |
| Prerequisite (TSI) Skills *        | <p>Texas Success Initiative (TSI) skills mastered before registration in this course. If your course does not need a TSI skill code, please select "0-None".</p> <p><b>If you select any code with a Special Approval, staff in the department will be responsible to approve each student registering for the course in Datatel.</b></p>  |
| Repeatable for Credit *            | <p><b>Yes</b> is typically allowable for Special Topic, KINE activity, and music lesson courses: student may apply course more than one time toward an award; course may be repeated for credit, allowing all grades to count toward the student's overall GPA.</p> <p><b>No</b>, if not repeatable, the student may take the course as many times as needed; however, only the highest grade will apply to the GPA and the Rule of Three applies.</p>   |
| Rider 50 (Rule of Three) Applies * | <p>This rule applies to most courses that are not repeatable for credit. Select <b>YES</b> if the college is reimbursed only for the first two times a student takes the course. Select <b>NO</b> if the course is exempt; repeatable for credit is then typical set to Yes. For example, the following are typically exempt: special topics, developmental courses, KINE activity courses, private music classes, woodworking topics, etc. Additional information available at:<br/> <a href="http://www.austincc.edu/support/admissions/thirdattempt/">http://www.austincc.edu/support/admissions/thirdattempt/</a> and<br/> <a href="http://www.austincc.edu/support/admissions/thirdattempt/ataglace.php">http://www.austincc.edu/support/admissions/thirdattempt/ataglace.php</a></p> |

# Curriculum Management System

## Course Application Field Definitions

| Terminology                       | Definition   |
|-----------------------------------|--|
| Prerequisites - Course            | <p>Course prerequisites which must be completed prior to enrollment in this course. Type the rubric in uppercase followed by a space followed by the 4 digit number. For example, ENGL 1301. Other text may also be added such as “with a minimum grade of C.”</p> <p><b>If your prerequisites are a series or have options, please keep the wording as simple as possible. For example: Take ENGL 1301 and MATH 1314 or ENGL 1301 and MATH 1332. Watch your spelling and also add a period at the end of the prerequisite list. Avoid using the phrase “or with department approval”. It is always up to the department to approve a student taking a course without the prerequisites.</b></p> |
| Prerequisites - Noncourse         | Non-course activities which must be completed prior to enrollment in this course. For example: Must have sophomore standing to enroll in this course.  |
| Corequisites - Course             | <p>Courses which must be taken at the same time as this course. Type the rubric in uppercase followed by a space followed by the 4 digit number. For example, ENGL 1301.</p> <p><b>If the corequisite is not required for all instances, please reconsider using a corequisite. Please make sure to also put the corequisite on all courses in the group. Please watch your spelling and also add a period at the end of the corequisite list.</b></p>   |
| Corequisites - Noncourse          | Non-course activities which must be taken at the same time as this course.   |
| Student Outcomes and Objectives * | <p>Learning outcomes and objectives published in the <a href="#">Workforce Education Course Manual</a>. This will not print in the catalog.</p> <p><b>Workforce departments need to use the WECM student outcomes and objectives. Academic departments use established student outcomes and objectives.</b></p>  |
| Student Evaluation *              | Mechanisms instructor will use to evaluate students performance in this course. This will not print in the catalog; i.e. tests, quizzes, homework, activities and special projects.  |
| Course Titles                     |  |
| Master Title *                    | <p>First/main occurrence of the course title. Additional titles may be added under the same course record. For workforce courses, use the <a href="#">Workforce Education Course Manual</a> title.</p> <p><b>WECM course titles may have additional words added, but you may not take away part of the WECM title.</b></p>   |

# Curriculum Management System

## Course Application Field Definitions

| Terminology                                     | Definition   |
|---|--|
| Terms Offered:<br>First Term *;<br>Last Term    | <p>The first and/or last term this course will be offered. For a new course, the first term the course will appear in the catalog; for a modified course, the first (effective) term the course will appear with modifications (typically coincides with the next catalog year).</p> <p><b>First term is required; last term is optional and typically left blank except for an expired course. Use the format 212F000 for credit; F=Fall S=Spring, U=Summer</b></p>   |
| Description *                                   | <p>The course description as it will appear in the ACC Catalog.</p> <p><b>For workforce courses, use the course description from the <u>Workforce Education Course Manual</u>. WECM course descriptions may be appended with additional information (the WECM course description precedes any additional information). For an academic course, use the task force created course description. Spelling and punctuation are important to follow since this is what will ultimately appear in the print catalog.</b></p>   |
| Published Notes                                 | <p>Additional information which <b>WILL</b> appear in the ACC catalog. This space may be used to indicate comments to the student like "You may be more successful in this course if you have taken XXXX course."</p> <p><b>Spelling and punctuation are important to follow since this is what will ultimately appear in the print and online catalog.</b></p>  |
| <b>Additional Information</b>                   |  |
| Course Type *                                   | <ul style="list-style-type: none"> <li>• <b>Workforce Education Course Manual (WECM)</b> – Courses published in THECB's <u>Workforce Education Course Manual</u> (<a href="http://www.thecb.state.tx.us/AAR/UndergraduateEd/WorkforceEd/wecm/">http://www.thecb.state.tx.us/AAR/UndergraduateEd/WorkforceEd/wecm/</a>)</li> <li>• <b>Academic Course Guide Manual (ACGM)</b> – Courses published in THECB's <u>Lower Division Academic Course Guide Manual</u> (<a href="http://www.thecb.state.tx.us/AAR/UndergraduateEd/WorkforceEd/acgm.htm">http://www.thecb.state.tx.us/AAR/UndergraduateEd/WorkforceEd/acgm.htm</a>).</li> <li>• <b>Workforce Local Needs Course</b> – Workforce courses not published in the WECM. The course will have a "7" in the third digit.</li> <li>• <b>Transfer/Academic Unique Needs Course</b> – Academic courses which are not listed in the ACGM. See ACGM for specifics.</li> </ul> |
| Is this course offered only in a certificate? * | <p>Please answer this question carefully. If yes, no degree plan in any department can use this course. This affects SACS faculty eligibility for hiring qualifications.</p> <p><b>If there is any question about a course being used in a degree, please mark no.</b></p>   |

# Curriculum Management System

## Course Application Field Definitions

| Terminology                   | Definition   |
|-------------------------------|--|
| Is this a published course? * | The default for this is yes. If you do not want the course to be published in the catalog, you must write your course justification indicating why it shouldn't be published and approval must be given by the appropriate vice president. |
| Justification                 | State a brief explanation for the course application. If the application is to modify a course, please identify the changes made; i.e. replaced prerequisite XXXX with XXXX; added lab fee, changed TSI Skills code, etc.                  |

# Curriculum Management System 1.0

**Logging In, Home Page, My Profile, & Org Chart, Catalog Page**

The Curriculum Management System (CMS) was developed to coordinate course data from Datatel with the correlating Course Descriptions, Course Notes, Student Outcomes and Objectives, and Student Evaluation measures in order to streamline the college catalog and schedule production process.

Additionally this program allows all subscribed parties to easily track the approval process of new applications, changes, and deletions from initiation through the Curriculum and Programs Committee. Updates and modifications to the system will be available via the web and email communications.

The following pages will outline the various components and procedures for catalog production in CMS.



## Login

Approved users will login at the following website address with their ACCeID name and password:

<http://www3.austincc.edu/it/cms/>

## Logout

For security reasons, it is important to completely logout: click **logout** in the upper right hand corner. You will be returned to the CMS login screen.

Login Screen

## Home Page

Upon logging in, users will view a welcome screen that outlines the roles that are available to them. If users have multiple roles, they must switch roles to access the desired department / assignment level. This screen will change depending on the role chosen.

In the task bar at the top of the page, the user will view the different components of the system (Home, My Profile, Catalog, Schedule, Logout). Clicking on the component name will bring up a new screen of options or the user may hover the mouse and a drop-down menu will appear.

| Rubric | Pending Review | Returned For Revision | Submitted | Saved |
|--------|----------------|-----------------------|-----------|-------|
| CMSW   | 0              | 0                     | 0         | 0     |
| DAAC   | 0              | 0                     | 3         | 1     |
| PSYT   | 0              | 0                     | 0         | 0     |
| RECT   | 0              | 0                     | 3         | 0     |
| SCWK   | 0              | 0                     | 2         | 1     |
| SGNL   | 0              | 0                     | 0         | 0     |

Active Role for Department Chair

## My Profile Page

By clicking on the My Profile button, the user will be provided the details of their active role assigned in CMS.

**At the Department Chair level,** all courses assigned to their role will also appear as well as their supervisor.

**Note:** the user does not make any editions or changes here.

The screenshot shows the 'My Profile' page for a user named Elizabeth Goccia, who is in the role of DEPT CHAIR - HUSE - PCHUS. The page includes a navigation bar with links to Home, My Profile, Catalog, Schedule, and Logout. The main content area displays the following information:

- Set Active Role:** DEPT CHAIR - HUSE - PCHUS
- Active Role Details:**
  - Role: DEPT CHAIR
  - Position Code: PCHUS
  - Position Title: Human Services
  - Department: HUSE
  - Dean: DWATM
- Supervisor for Active Role:**

| Code  | Role | Title   | Department | Last Name | First Name |
|-------|------|---|------------|-----------|------------|
| DWATM | DEAN | Dean of Applied Technologies, Multimedia and Public Service | DATM       | Hampton   | Gary       |
- Courses Related to Elizabeth Goccia:**

| Rubric | Number | Title   | Effective Date | Sunset Date | Action   |
|--------|--------|---|----------------|-------------|----------|
| CMSW   | 1323   | The Exceptional Person                          | 01/01/12       |             | [ View ] |
| DAAC   | 1319   | Introduction to Alcohol and Other Addict        | 08/25/00       |             | [ View ] |
| DAAC   | 1391   | Special Topics in Alcohol/Drug Abuse Counseling | 08/25/00       |             | [ View ] |
| DAAC   | 2306   | Substance Abuse Prevention I                    | 08/21/09       |             | [ View ] |
| DAAC   | 2307   | Addicted Family Intervention                    | 01/01/07       |             | [ View ] |
| DAAC   | 2341   | Counseling Alcohol and Other Drug Addictions    | 08/26/06       |             | [ View ] |
| DAAC   | 2353   | Substance Abuse Prevention II                   | 08/23/12       |             | [ View ] |

## Profile Page for Department Chair

**At the Dean's level,** reporting department chairs and other positions will also be listed in addition to all courses assigned to their role.

The screenshot shows the 'My Profile' page for a user named Gary Hampton, who is in the role of DEAN - DATM - DWATM. The page includes a navigation bar with links to Home, My Profile, Catalog, Schedule, and Logout. The main content area displays the following information:

- Set Active Role:** DEAN - DATM - DWATM
- Active Role Details:**
  - Role: DEAN
  - Position Code: DWATM
  - Position Title: Dean of Applied Technologies, Multimedia and Public Service
  - Department: DATM
- Reporting Department Chairs:**
  - PCWET
  - PCRTF
  - PCHAR
  - PCHUS
  - PCMUS
  - PCPHO
  - PCCMM
  - PCAUT
  - PCBCT
  - PCCHD
  - PCCRJ
  - PCFPT
  - PCJWL
  - PCLEA
  - PCMUS
  - PCABR
  - PCASL
- Supervisor for Active Role:**

| Code | Role | Title               | Department | Last Name | First Name |
|------|------|---------------------|------------|-----------|------------|
| VP   |      | Workforce Education | AVPW       | Midgley   | Michael    |
- Positions Reporting to Gary Hampton:**

| Code  | Role           | Title                       | Department | Last Name | First Name        |
|-------|----------------|-----------------------------|------------|-----------|-------------------|
| PCWET | DEPT CHAIR     | Welding Technology          | WELD       | Whately   | Brandon           |
| PCWET | DEPT ASSISTANT | Welding Technology          | WELD       | LaRowe    | Marjorie (Marjie) |
| PCRTF | FACULTY        | Radio, Television, and Film | RATE       | Scannell  | Michael           |
- Courses Related to Gary Hampton:**

| Rubric | Number | Title   | Effective Date | Sunset Date | Action   |
|--------|--------|---|----------------|-------------|----------|
| ABDR   | 1301   | Auto Body Repair and Repainting                     | 08/23/12       |             | [ View ] |
| ABDR   | 1307   | Auto Body Welding                                   | 08/21/09       |             | [ View ] |
| ABDR   | 1311   | Vehicle Measurement and Damage Repair Procedures    | 01/01/08       |             | [ View ] |
| ABDR   | 1315   | Vehicle Trim and Hardware                           | 08/23/12       |             | [ View ] |
| ABDR   | 1419   | Basic Metal Repair                                  | 08/21/09       |             | [ View ] |
| ABDR   | 1431   | Basic Refinishing                                   | 08/21/09       |             | [ View ] |
| ABDR   | 1441   | Structural Analysis and Damage Repair I             | 08/21/09       |             | [ View ] |
| ABDR   | 1442   | Structural Analysis and Damage Repair II            | 08/21/09       |             | [ View ] |
| ABDR   | 1449   | Automotive Plastic and Sheet Molded Compound Repair | 08/21/09       |             | [ View ] |
| ABDR   | 1458   | Intermediate Refinishing                            | 08/21/09       |             | [ View ] |

## Excerpts of a Profile Page for Dean

### Org Chart Summary

If the user clicks on the **Org Chart Summary** button, a Catalog Org Chart screen will display with the user's position and role. Department Chairs and higher access users will be able to view the positions reporting to them and their assigned roles (DEAN, DEAN ASSISTANT, FACULTY, DEPT CHAIR, DEPT ASST).

*Please note that it is the responsibility of the Department Chair to ensure that anyone they designate to have access to the system has the appropriate training. Contact Instructional Support Services for more information.*

| <a href="#">Home</a> <a href="#">My Profile</a> <a href="#">Catalog</a> <a href="#">Schedule</a> <a href="#">Logout</a> |                |                                |        |
|---|----------------|--------------------------------|--------|
| ghampton is using role DEAN (DWATH) [ <a href="#">logout</a> ]  |                |                                |        |
| Catalog Org Chart   |                |                                |        |
| Position  | Role(s)        | Assigned Staff                 | Action |
| DATM - Dean of Applied Technologies, Multimedia and Public Service (DWATM)  | DEAN           | Hampton, Gary                  |        |
|   | DEAN ASSISTANT | Spohn, Tracy<br>Salas, Marilyn |        |
| WELD - Welding Technology (PCWET)   | FACULTY        |                                |        |
|   | DEPT CHAIR     | Whatley, Brandon               |        |
| RATF - Radio, Television, and Film (PCRTF)  | DEPT ASSISTANT | LaRowe, Marjorie               |        |
|   | FACULTY        |                                |        |
|   | DEPT CHAIR     | Scannell, Michael              |        |
| AICO - Heating, Air Conditioning, and Refrigeration Technology (PCHAR)  | DEPT ASSISTANT | Raymond, Christian             |        |
|   |                | Opp, Joy                       |        |
|   | FACULTY        |                                |        |
|   | DEPT CHAIR     | Seidenberger, Dennis           |        |
|   | DEPT ASSISTANT | Landry, Max                    |        |

**Figure 5 -- My Profile Page for Dean**

### Catalog Home Page

If the user clicks on the **Catalog** button, a page is provided that shows the status of the catalog applications currently in the system. The user has the ability to view all applications associated with their role from this screen. Editing is also available for “Applications Pending Review” at certain administrative levels. Depending on the user’s functions, there is also the ability to recommend approval for changes, additions, and deletions to the course inventory. The four categories of course applications are:

- **Applications Pending Review** – These are the applications waiting for approval from a supervisor’s role or next administrative level.
- **Returned Applications** – These are applications that have been submitted but have been returned for revision by a higher level role.
- **Submitted Applications** – These are applications that have been submitted and appear in the catalog pending completed approvals at all appropriate levels.
- **Saved Applications** – These are applications that have been saved by the user and are waiting for additional work before being submitted through the chain of approvals. There is a **60** day holding period for these. Reminder notices will be sent to the originator **15** days before being removed from the system if they are not submitted for approval from a higher level.

| ID   | Type   | Summary                              | Status                     | Submitted             | Last Activity          | Action          |
|------|--------|--------------------------------------|----------------------------|-----------------------|------------------------|-----------------|
| 2307 | MODIFY | CNBT-1291 will be modified           | CS - APPROVED TO COMMITTEE | 6/17/2008 4:51:54 PM  | 11/14/2008 9:31:18 PM  | [Review] [Edit] |
| 2308 | MODIFY | CNBT-1301 will be modified           | CS - APPROVED TO COMMITTEE | 6/17/2008 4:54:50 PM  | 11/14/2008 9:32:19 PM  | [Review] [Edit] |
| 2309 | MODIFY | CNBT-1416 will be modified           | CS - APPROVED TO COMMITTEE | 6/17/2008 4:58:27 PM  | 11/14/2008 9:32:43 PM  | [Review] [Edit] |
| 2354 | MODIFY | DEVW-1412 will be modified           | CS - APPROVED TO COMMITTEE | 10/16/2008 2:43:00 PM | 11/19/2008 12:45:39 PM | [Review] [Edit] |
| 2356 | EXPIRE | MDCA-1409 will be expired (209U000). | CS - APPROVED TO COMMITTEE | 10/8/2008 2:44:09 PM  | 11/13/2008 4:38:55 PM  | [Review] [Edit] |
| 2362 | COPY   | HITT-2335 will be created            | CS - APPROVED TO COMMITTEE | 10/8/2008 3:13:58 PM  | 11/13/2008 4:32:34 PM  | [Review] [Edit] |
| 2366 | COPY   | HITT-2343 will be created            | CS - APPROVED TO COMMITTEE | 10/8/2008 3:34:38 PM  | 11/14/2008 5:25:41 PM  | [Review] [Edit] |
| 2367 | COPY   | HITT-2249 will be created            | CS - APPROVED TO COMMITTEE | 10/8/2008 3:39:43 PM  | 11/14/2008 5:25:51 PM  | [Review] [Edit] |
| 2368 | COPY   | HITT-2339 will be created            | CS - APPROVED TO COMMITTEE | 10/8/2008 3:44:38 PM  | 11/14/2008 5:26:01 PM  | [Review] [Edit] |
| 2370 | COPY   | HITT-2360 will be created            | CS - APPROVED TO COMMITTEE | 10/8/2008 4:00:59 PM  | 11/13/2008 4:31:23 PM  | [Review] [Edit] |
| 2371 | EXPIRE | HITT-2265 will be expired (209F000). | CS - APPROVED TO COMMITTEE | 10/8/2008 4:02:36 PM  | 11/14/2008 5:26:22 PM  | [Review] [Edit] |
| 2372 | MODIFY | DEVW-1413 will be modified           | CS - APPROVED TO COMMITTEE | 10/16/2008 2:52:44 PM | 11/19/2008 12:42:25 PM | [Review] [Edit] |
| 2373 | MODIFY | DEVW-1403 will be modified           | CS - APPROVED TO COMMITTEE | 10/16/2008 3:00:05 PM | 11/19/2008 12:43:09 PM | [Review] [Edit] |

### Applications Pending Review Catalog Page for Instructional Support Services [Curriculum Services (CS)]

#### Application Statuses:

- Level 1
  - Requestor Submitted – no approvals have been given
- Level 2
  - Department Chair Approval – Department Chair has approved application
  - Department Chair Returned for Revision – Faculty member must make changes to application based on comments from department chair
  - Department Chair Terminated – Faculty members application has been rejected and cannot be revised
- Level 3
  - Dean Approval – Dean has approved
  - Dean – Returned for Revision – Submitter must make changes to application based on comments from dean
  - Dean – Executive Rejection – Dean has rejected – application cannot be revised
- Level 4
  - VP Approval – Vice President has approved
  - VP Returned for Revision – Submitter must make changes to application based on comments from VP
  - VP Executive Rejection – VP has rejected – application cannot be revised.
- Level 5
  - CS Full Approval – Curriculum and Programs Committee has approved.
  - CS Returned for Revision – Submitter must make changes to application based on comments from CS
  - CS Committee Rejection – application cannot be revised. Application will go back to department to initiate full closure.
  - Closed – Description will appear in online and print catalog

### Catalog – Application Menu

If the user hovers over **Catalog** → **Application** → **CC (College Credit Course Application)**, then the options are expanded to display the following drop down list:

**New Course** – use New Course when the course application is for a course completely brand new to the college inventory.

**Copy Course** – use Copy Course to develop a new course based on existing course information. This application does not expire an existing course and should be used with caution. User needs to ensure that all copied course information is replaced with new course information. Specify “New Course” in the justification field. Use Modify for an existing course.

**Modify Course** – use Modify Course to change an aspect of a current course in the ACC catalog including adding or expiring a special topic course.

**Expire Course** – use Expire Course to remove an existing master course from the ACC course inventory in a specified term.

ghunt is using role DEPT CHAIR (TFGOV) [ [logout](#) ]

**Applications Pending review**

| ID | Type | Summary | Status | Submitted | Last Activity | Action |
|----|------|---------|--------|-----------|---------------|--------|
|----|------|---------|--------|-----------|---------------|--------|

**Returned Applications**

| ID | Type | Summary | Status | Submitted | Last Activity | Action |
|----|------|---------|--------|-----------|---------------|--------|
|----|------|---------|--------|-----------|---------------|--------|

**Submitted Applications**

| ID   | Type | Summary                   | Status | Submitted               | Last Activity          | Action                   |
|------|------|---------------------------|--------|-------------------------|------------------------|--------------------------|
| 3457 | NEW  | GOVT-2370 will be created | CLOSED | 2/23/2011<br>9:31:53 AM | 3/8/2011<br>4:56:17 PM | [ <a href="#">View</a> ] |

**Saved Applications**

| ID | Type | Summary | Status | Saved On | Action |
|----|------|---------|--------|----------|--------|
|----|------|---------|--------|----------|--------|



## New Course Application

Use **New Course** when the course application is for a course completely brand new to the college inventory.

Home My Profile Catalog Schedule Logout ghunt is using role DEPT CHAIR (TFGOV) [logout]

### New Course Application

| Dean                              | DTSBS   |      |        |                  |         |
|-----------------------------------|---|------|--------|------------------|---------|
| Department Chair                  | TFGOV   |      |        |                  |         |
| Department                        | GOVE  |      |        |                  |         |
| Budget #                          |   |      |        |                  |         |
| CIP Code                          |   |      |        |                  |         |
| Course Rubric - Number            | - (AAAA - 0000)   |      |        |                  |         |
| Integrated Course Rubric - Number | - (AAAA - 0000)   |      |        |                  |         |
| Credit Type                       |   |      |        |                  |         |
| Hours                             | 0 Semester Credit Hours/CE Units<br>0 Lecture Hours<br>0 Non-Lecture Hours Non-Lecture Instructional Method   |      |        |                  |         |
| Fees                              | <table> <thead> <tr> <th>Code</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>FODDC - Dual Fee</td> <td>\$75.00</td> </tr> </tbody> </table> Add Another Fee | Code | Amount | FODDC - Dual Fee | \$75.00 |
| Code                              | Amount  |      |        |                  |         |
| FODDC - Dual Fee                  | \$75.00   |      |        |                  |         |

|                                   |   |
|-----------------------------------|---|
| Section Size                      | 0 Maximum Students  |
| Prerequisite (TSI) Skills         |   |
| Repeatable for Credit             | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Rider 50 (Rule of Three) Applies? | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Prerequisites - Course            |   |
| Prerequisites - Noncourse         |   |
| Corequisites - Course             |   |
| Corequisites - Noncourse          |   |
| Student Outcomes and Objectives   |   |
| Student Evaluation                |   |

### Course Titles

#### Master Title

|                 |                                  |
|-----------------|----------------------------------|
| Title           |                                  |
| Effective Terms | First Term Final Term (Optional) |
| Description     |                                  |
| Published Notes |                                  |

Add Another Title

### Additional Questions

|   |   |
|---|---|
| Course Type                                   | <input checked="" type="radio"/> Workforce Education Course Manual (WECM)<br><input type="radio"/> Academic Course Guide Manual (ACGM)<br><input type="radio"/> Workforce Local Needs Course<br><input type="radio"/> Transfer/Academic Unique Needs Course |
| Is this course offered only in a certificate? | <input type="radio"/> Yes <input checked="" type="radio"/> No   |
| Is this a published course?                   | <input type="radio"/> Yes <input checked="" type="radio"/> No   |

Save and Close Application or Continue Course Application

### New Course Application

1. Fill in the fields accordingly. The course field definitions can be found on page 1.

#### For Special Topics/Local Need applications only:

Prior to entering the CMS New Course Application, Department Chair notifies their Dean and completes the online Special Topics or Local Needs form accessed via the THECB Texas Workforce Education Electronic Submissions (Old System) web link at:  
<http://www.thecb.state.tx.us/AAR/UndergraduateEd/Workfor ceEd/>

**Note:** If your department has a new course rubric, please contact Instructional Support Services prior to completing the application.

1. To add another title for the course, click **Add Another Title**. Use this with *Special Topics* courses for additional topics to the master title or to make a *Honors* topic.

2. If all of the information is correct, click **Save and Close Application** to finish the application at a later date, or click **Continue Course Application** to continue with the application.

**Note:** Saved courses will be deleted from the system after 60 days. (Currently not activated)

3. After all titles have been entered, you need to respond to a series of questions relating to the course type. Use the yes/no buttons to answer the questions and click **Continue Course Application**.

If there are any **Red** errors or required fields left blank in your application, a list of errors will appear on the next screen and you will be required to make the corrections before proceeding to the next screen. **Orange** warnings that appear may be ignored if not applicable to the application.

Home My Profile Catalog Schedule Logout mmowers is using role DEPT COORD (CEACC) Logout

**Form Errors:**  
The following form field(s) must be corrected before proceeding:  
• Credit hours cannot have a zero value

**New Course Application**

|                                   |  |
|-----------------------------------|--|
| Dean                              | CEBUS  |
| Department Chair                  | CEACC  |
| Department                        | DEBT   |
| Budget #                          | 07008 - COMPUTER TECHNICAL   |
| CIP Code                          | 5203010000 - Accounting  |
| Course Rubric - Number            | ACNT - 2009 (AAAA - 0000)  |
| Integrated Course Rubric - Number | - (AAAA - 0000)  |
| Credit Type                       | CE   |
| Hours                             | CE Units<br>0 Lecture Hours  |
| Repeatable for Credit             | <input checked="" type="radio"/> Yes <input type="radio"/> No  |
| Rider 50 (Rule of Three) Applies? | <input type="radio"/> Yes <input checked="" type="radio"/> No  |
| Student Outcomes and Objectives   | Define cost accounting concepts and terminology with emphasis on the manufacturing environment; apply basic cost accounting concepts using job order and process costing; and prepare cost |
| Student Evaluation                | Attendance, class participation, and homework.   |

**Course Titles**

**Master Title**

|                 |   |
|-----------------|---|
| Title           | Cost Accounting   |
| Terms Offered   | 209UCE First Term Final Term (Optional)   |
| Description     | A study of budgeting and cost control systems including a detailed study of manufacturing cost accounts and reports, job order costing, and process costing. Includes introduction to |
| Published Notes |   |

Add Another Title

**Additional Questions**

|   |   |
|---|---|
| Is this a contract training course?                               | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Is this an apprenticeship course?                                 | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Is this course from the Workforce Education Course Manual (WECM)? | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Is this a published course?                                       | <input checked="" type="radio"/> Yes <input type="radio"/> No |

Save and Close Application or Continue Course Application

### Review Application

- Review the application for accuracy and make any necessary changes. At the bottom of the screen **enter the reason for the new course in the justification field**. Click either **Save and Close Application** if you are not ready to submit or **Submit Application**.
- If you need to make changes to the application, click the back button or **Save and Close Application**. Use the reports menu to access your saved applications and make the necessary changes. You can then continue with the application process.

**Caution: If you Save and Close, you will need to return to this application to complete it before it will go forward for review.**

Once you click **Submit**, the application will be submitted to the next approval level(s) and then processed by Instructional Support Services for inclusion in the Curriculum and Programs Committee meeting agenda.

**Finalize Application**

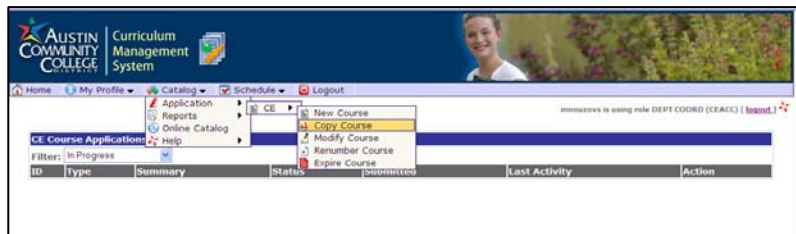
Justification (255 char max)

Save and Close Application or Submit Application

### Justification

## Copy Course Application

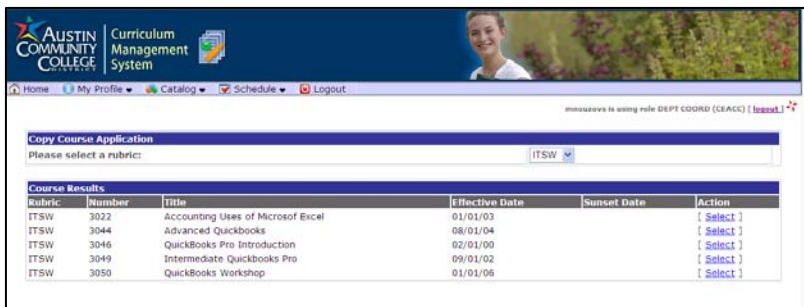
Use **Copy Course** to develop a **new** course based on an existing course. Use Modify Course Application if changing an existing course. This application does not expire an existing course and should be used with caution. User needs to ensure that all copied course information is replaced with new course information and to specify "New Course" in the justification field.



Copy Course



Select Rubric



Select Course

1. Select **Copy Course** from the **Catalog Application** drop down menu.
2. The **Copy Course Application** screen opens.
3. Use the down arrows to select the **Rubric** of the course you want to copy.
4. A list of matching courses will open.
5. Click Select for the course you want to copy.



**Copy Course Application**

Copying From: ITSW - 3046

Dean: CEBUS

Department Chair: CEACC

Department: DEBT

Budget #: 07000 - COMPUTER TECHNICAL

CIP Code: 1103010000 - Data Processing Technology

Course Rubric - Number: ITSW - (AAAA - 0000)

Integrated Course Rubric - Number: (AAAA - 0000)

Credit Type: CE

Hours: 1.6 Semester Credit Hours/CE Units

Repeatable for Credit: ☒ Yes ☐ No

Rider 50 (Rule of Three) Applies?: ☐ Yes ☒ No

Student Outcomes and Objectives:

Student Evaluation:

**Course Titles**

Title: Introduction to QuickBooks Pro

Terms Offered: ☒ First Term ☒ Final Term (Optional)

Description: An introductory course of the QuickBooks Pro accounting software, including setting up a new company and chart of accounts; recording transactions with customers, vendors and

Published Notes:

**Additional Questions**

Is this a contract training course? ☐ Yes ☒ No

Is this an apprenticeship course? ☐ Yes ☒ No

Is this course from the Workforce Education Course Manual (WECM)? ☐ Yes ☒ No

Is this a published course? ☒ Yes ☐ No

Save and Close Application OR Continue Course Application

Copy of Existing Course

6. The **Copy Course Application** screen opens with the information from the existing course entered in the application.
7. You must enter the new rubric and/or course number.

**Note:** If your department has a new course rubric, please contact Instructional Support Services prior to completing the application.

8. Modify data as needed to reflect the new course. Fill in the fields accordingly. The course field definitions and helps can be found at the front of this training document or on the web, [Course Field Definitions](#)
9. Answer the series of questions by clicking the Yes/No buttons. Click **Continue**.
10. Click **Continue Course Application** or **Save and Close Application**.

**Caution:** If you Save and Close, you will need to return to this application to complete it before it will go forward for review.

**Copy Course with Form Errors**  
(see red section at the top of the form)

11. If you get an **Orange** warning, you may continue as long as you agree with the message that is given or if not applicable. If you receive a **Red** alert, you will not be allowed to continue your application. Review the form and make any necessary changes.
12. After you click **Continue**, review the application for accuracy. Use the back button to view the previous screen if changes are needed and then click Continue again to proceed.
13. Enter the required justification for the application. **Important: specify “New Course”** and then provide the reason for the new course.
14. Click **Submit**.

Once you click **Submit**, the application will be submitted to the next approval level(s) and then processed by Instructional Support Services for inclusion in the Curriculum and Programs Committee meeting agenda.

## Modify Course Application

Use this form to change an aspect of a current course in the ACC catalog. Examples include: changes in the course description, changes in the course title, changes in prerequisites or corequisites, TSI skills, maximum enrollments, changes or additions of student outcomes and objectives information, etc. This application is also used when adding or expiring a topic in a special topic course.

| Rubric | Pending Review | Returned for Revision | Submitted |
|--------|----------------|-----------------------|-----------|
| ACNT   | 0              | 0                     | 0         |
| ACNX   | 0              | 0                     | 0         |
| ITSW   | 0              | 0                     | 0         |
| POFT   | 0              | 0                     | 0         |

1. Select **Modify Course** from the **Catalog Application** menu.
2. The **Course Search** screen opens. Use the down arrows to select the **Rubric** of the course you want to modify.
3. A list of courses will open applicable to the role chosen on the home page.
4. Click **Select** for the course you want to modify.

### Modify Course

| Rubric | Number | Title                         | Effective Date | Sunset Date | Action     |
|--------|--------|-------------------------------|----------------|-------------|------------|
| ACNT   | 1003   | Accounting/Bookkeeping Series | 01/01/03       |             | [ Select ] |
| ACNT   | 2000   | Compilation and Review        | 08/01/06       |             | [ Select ] |
| ACNT   | 2043   | Tax Preparation Update        | 08/01/06       |             | [ Select ] |
| ACNT   | 4005   | Accounting I                  | 02/11/00       |             | [ Select ] |
| ACNT   | 4006   | Accounting II                 | 01/01/01       |             | [ Select ] |
| ACNT   | 4007   | Financial Statement Analysis  | 01/01/02       |             | [ Select ] |
| ACNT   | 4008   | Business Tax Forms            | 01/01/03       |             | [ Select ] |

### Select Course to Modify

5. The **Modify Course Application** screen opens.

**Note:** Not all of the fields are editable. You will not be able to modify the Department, Dean, Department Chair, Budget #, CIP code, or Course Rubric-Number; instead choose Expire Application and then create a New Application for the course.

6. Modify data as needed to reflect the modified course. (See [Course Field Definitions](#), page 1, for definitions of the course detail fields.)
7. Click **Save and Close Application** or **Continue Course Application**.
8. Review the application and enter a justification for the changes. **State what was changed and why.**
9. Click **Save and Close Application** to finish the application at a later date, or click **Submit Application**.

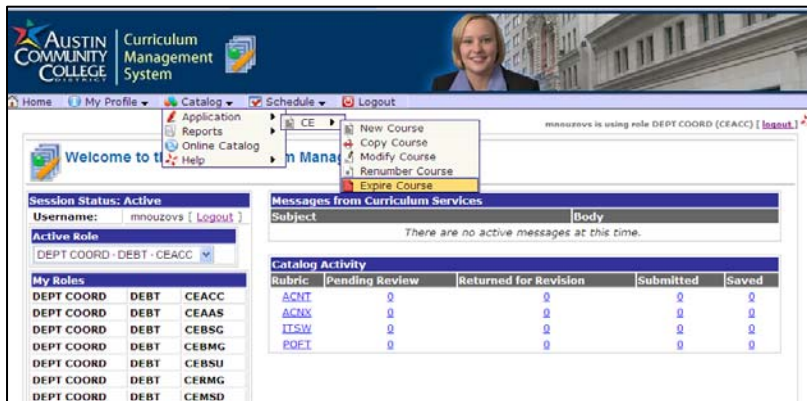
Once you click **Submit**, the application will be submitted to the next approval level(s) and then processed by Instructional Support Services for inclusion in the Curriculum and Programs Committee meeting agenda.

**Modify Course Application with Title Change**

**Modify Application Review with Justification**

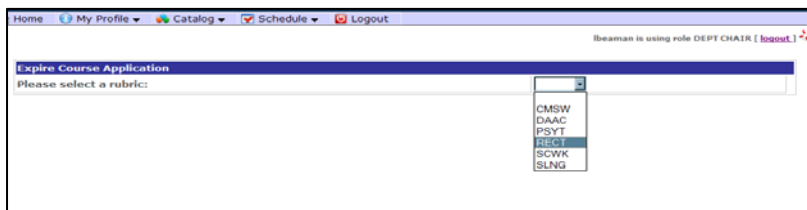
## Expire Course Application

Department Chairs use the Expire Course application to remove an existing master course from the ACC course inventory in a specified term.

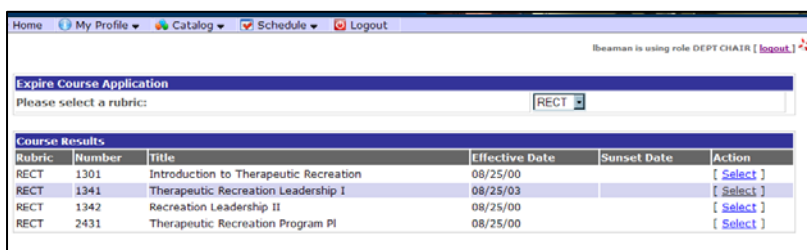


Select Expire Course

1. Select **Expire Course** from the **Catalog Application** drop down menu.
2. The **Expire Course Application** screen opens.
3. Use the down arrows to select the **Rubric** of the course you want to expire.
4. A list of matching courses will open.
5. Click **Select** for the course you want to expire.



Select Expire Course Rubric



Select Expire Course Rubric and Number

| Expiring Course Details           |   |
|-----------------------------------|---|
| Application Type                  | EXPIRE  |
| Department                        | DEBT  |
| Dean                              | CEBUS   |
| Department Chair                  | CEACC   |
| Budget #                          | 07000   |
| CIP Code                          | 5216010000  |
| Course Rubric - Number            | ACNT-2043   |
| Integrated Course Rubric - Number |   |
| Hours                             | Semester Credit Hours/CE Units: 0.0<br>Lecture Hours:<br>Lecture Contact Hours: 0 |
| Credit Type                       | CE  |
| Course Type                       | CEW   |
| Department Approval Required      | N   |
| Repeatable for Credit             | Y   |
| Rider 50 (Rule of Three) Applies? | N   |
| Student Outcomes and Objectives   |   |
| Student Evaluation                |   |
| <b>Course Titles</b>              |   |
| Master Title                      |   |

Completed Expire Course Application

6. The **Expire Course Application** screen opens.

**Note:** There are two sections on the **Expire Course Application** screen. The top section allows you to set the expiration for the course. The bottom section provides details of the course you will be expiring. You will not be able to edit the expiring course details.

7. **Be sure this is the course you wish to expire before proceeding!!! If you wish to expire a special topic course and not the master course; do not proceed. Special topic courses are expired in the Modify Course Application menu when the master course and other special topic courses are to remain active.**
8. Use the down arrow to set the **Last Term Offered** for the course.
9. Click **Save and Close Application** or **Continue Course Application**.
10. Review the application and add a justification for the application. State what was changed and why.
11. Click **Continue**.

The application will be submitted for review by the next approval level(s).



## Catalog Reports Menu

If the user selects **Catalog → Reports**, the Catalog Reports page is displayed:

**Applications Pending Review** – The Applications Pending Review menu is used to review or edit an application if it has not been approved by the next approval level. If it has, request the application to be returned to you for revision.

**Reviewed Applications** – The Reviewed Applications menu lists the applications that have been reviewed by the user.

**Applications Returned for Revision** – The Applications Returned for Revision menu lists the applications that have been sent back to you for revision. You can review and edit the application.

**Submitted Applications** – The Submitted Applications menu lists the applications you have submitted. Make sure you are in the correct active role that you used for submission or you may not be able to view your applications.

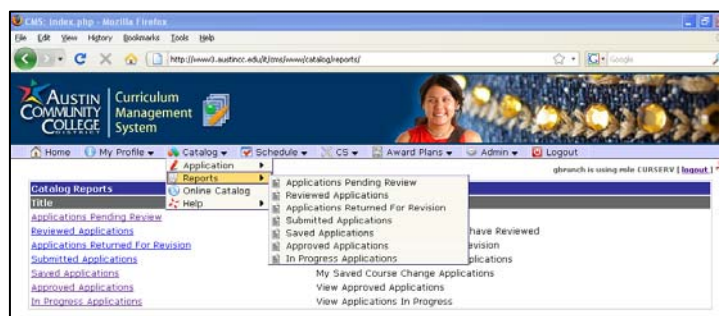
**Saved Applications** – The Saved Applications menu lists the applications you have saved to complete at a later date. Make sure you are in the correct active role.

**Approved Applications** – The Approved Applications menu lists all approved applications by the Curriculum and Programs Committee in your purview. Instructional Support Services will then add, modify, or expire the course in Datatel and the correlating college catalog.

**In Progress** – The In Progress menu lists the status and the approval progression of all applications in your purview.



The user may also hover over **Catalog → Reports** to view the applications drop down menu:



## Applications Pending Review

Use the **Applications Pending Review** menu to review or edit an application that has not approved by the next approval level.

The screenshot shows the CMS home page with the 'Reports' dropdown menu open. The menu options are: Applications Pending Review, Reviewed Applications, Applications Returned For Revision, Submitted Applications, Saved Applications, Approved Applications, and In Progress Applications. The 'Applications Pending Review' option is highlighted.

## Select Applications Pending Review

The screenshot shows the 'Applications Pending Review' table with the following data:

| ID   | Type | Summary                   | Status                | Submitted             | Last Activity         | Action              |
|------|------|---------------------------|-----------------------|-----------------------|-----------------------|---------------------|
| 1331 | NEW  | SLNG-1246 will be created | REQUESTOR - SUBMITTED | 12/21/2006 9:57:17 AM | 12/21/2006 9:57:17 AM | [ Review ] [ Edit ] |

## Select Course to be Reviewed

The screenshot shows the 'Application Summary' screen with the following details:

| Application Summary  |   |
|----------------------|---|
| Course               | SLNG-1246   |
| Summary              | SLNG-1246 will be created                               |
| Type                 | NEW   |
| Status               | REQUESTOR - SUBMITTED                                   |
| Submitted By         | mvigo   |
| Submitted            | 12/21/06 9:57:17 am                                     |
| Justification        | I need this course for our deaf and blind population... |
| Application Details  | [ View ]  |
| Application Comments | [ View ]  |

Below the summary, there is a 'Judgement' section with an 'Action' dropdown menu and a 'Comments' text area. At the bottom, there is a 'Submit Course Application Review' button.

## Application Summary

The screenshot shows the 'Course Application Details' screen with the following details:

| Course Application Details                      |   |
|---|---|
| Application Type                                | NEW   |
| Department                                      | HUSE  |
| Dean  | DWATM   |
| Department Chair                                | PCHUS   |
| Budget #  | 64200   |
| CIP Code  | 1616030000  |
| Course Rubric - Number                          | SLNG-1246   |
| Integrated Course Rubric - Number               |   |
| Hours   | Semester Credit Hours/CE Units: 2<br>Lecture Hours: 2<br>Lecture Contact Hours: 32<br>Non-Lecture Hours:<br>Non-Lecture Contact Hours:<br>Total Contact Hours: 32 |
| Credit Type                                     | IN  |
| Fees  | FOODC - \$40.00   |
| Section Size                                    | Maximum Students: 20<br>Minimum Students: 14  |
| Department Approval Required                    | N   |
| Prerequisite (TSI) Skills                       | I   |
| Repeatable for Credit                           | N   |
| Rider 50 (Rule of Three) Applies?               | N   |
| Workforce Education Course Manual (WECM) Course | Y   |
| Academic Course Grade Manual (ACGM) Course      | N   |
| Workforce Local Needs Course                    | N   |
| Certificate Only                                | N   |
| Published Course                                | Y   |
| Prerequisites - Course                          | SLNG 1305   |

## Application Details

1. Select **Applications Pending Review** from the **Catalog** → **Reports** drop down menu.
2. Select **Review** to review the application. *See below for the Edit feature.*
3. The **Application Summary** screen opens.
4. Click the **View** links to open the Application Details and the Application Comments screens.
5. Application Details imports completed existing course application.



| Application Comments  |                       |           |       |   |
|-----------------------|-----------------------|-----------|-------|---|
| Date                  | Status                | User Name | Code  | Comments  |
| Dec 21 2006 9:57AM    | REQUESTOR - SUBMITTED | mvigo     | PCHUS | I need this course for our deaf and blind population... |
| <a href="#">Close</a> |                       |           |       |   |

Application Comments

|   |   |
|---|---|
| <a href="#">Home</a>   <a href="#">My Profile</a>   <a href="#">Catalog</a>   <a href="#">Schedule</a>   <a href="#">Logout</a> |   |
| Beaman is using role DEPT CHAIR [ <a href="#">Logout</a> ]  |   |
| <b>Application Summary</b>  |   |
| Course  | SLNG-1246   |
| Summary   | SLNG-1246 will be created   |
| Type  | NEW   |
| Status  | REQUESTOR - SUBMITTED   |
| Submitted By  | mvigo   |
| Submitted   | 12/21/06 9:57:17 am   |
| Justification   | I need this course for our deaf and blind population...   |
| Application Details   | [ <a href="#">View</a> ]  |
| Application Comments  | [ <a href="#">View</a> ]  |
| <b>Judgement</b>  |   |
| Action  | DEPT CHAIR TERMINATED   |
| Comments  | I do not agree that we need this course for our deaf and blind population. I don't see that as a necessary degree component and we don't have the money to fund this course either. Maybe another time. |
| <a href="#">Submit Course Application Review</a>  |   |

Application Judgement Action and Comments

| Applications Pending Review |      |                           |                       |            |               |   |
|-----------------------------|------|---------------------------|-----------------------|------------|---------------|---|
| ID                          | Type | Summary                   | Status                | Submitted  | Last Activity | Action  |
| 1331                        | NEW  | SLNG-1246 will be created | REQUESTOR - SUBMITTED | 9:57:17 AM | 9:57:17 AM    | [ <a href="#">Review</a> ] [ <a href="#">Edit</a> ] |

Select Edit to Change Application

| <a href="#">Home</a>   <a href="#">My Profile</a>   <a href="#">Catalog</a>   <a href="#">Schedule</a>   <a href="#">Logout</a> |  |      |        |                  |         |
|---|--|------|--------|------------------|---------|
| Beaman is using role DEPT CHAIR [ <a href="#">Logout</a> ]  |  |      |        |                  |         |
| <b>Application Comments</b>   |  |      |        |                  |         |
| Date  | Dec 21 2006 9:57AM   |      |        |                  |         |
| Status  | REQUESTOR - SUBMITTED  |      |        |                  |         |
| User Name   | mvigo  |      |        |                  |         |
| Code  | PCHUS  |      |        |                  |         |
| Comments  | I need this course for our deaf and blind population...  |      |        |                  |         |
| <b>New Course Application</b>   |  |      |        |                  |         |
| Dean  | DWATM  |      |        |                  |         |
| Department Chair  | PCHUS  |      |        |                  |         |
| Department  | HUSE   |      |        |                  |         |
| Budget #  | 64200 - HUMAN SERVICES   |      |        |                  |         |
| CIP Code  | 1616030000 - Sign Language Interpretation  |      |        |                  |         |
| Course Rubric - Number  | SLNG - 1246 (AAAA - 0000)  |      |        |                  |         |
| Integrated Course Rubric - Number   | (AAAA - 0000)  |      |        |                  |         |
| Credit Type   | IN - Institutional   |      |        |                  |         |
| Hours   | 2 Semester Credit Hours/CE Units   |      |        |                  |         |
|   | 2 Lecture Hours  |      |        |                  |         |
|   | Non-Lecture Hours  |      |        |                  |         |
|   | Non-Lecture Instructional Method   |      |        |                  |         |
| Fees  | <table border="1"> <tr> <th>Code</th> <th>Amount</th> </tr> <tr> <td>FODDC - Dual Fee</td> <td>\$40.00</td> </tr> </table>   | Code | Amount | FODDC - Dual Fee | \$40.00 |
| Code  | Amount   |      |        |                  |         |
| FODDC - Dual Fee  | \$40.00  |      |        |                  |         |
| <a href="#">Add Another Fee</a>   |  |      |        |                  |         |
| Prerequisite (TSI) Skills   | 1-Reading, Writing, & Special Approval   |      |        |                  |         |
| Repeatable for Credit   | C Yes <input type="radio"/> No <input checked="" type="radio"/>  |      |        |                  |         |
| Rider 50 (Rule of Three) Applies?   | C Yes <input type="radio"/> No <input checked="" type="radio"/>  |      |        |                  |         |
| Prerequisites - Course  | SLNG 1305  |      |        |                  |         |
| Prerequisites - Noncourse   |  |      |        |                  |         |
| Corequisites - Course   |  |      |        |                  |         |
| Corequisites - Noncourse  |  |      |        |                  |         |
| Student Outcomes and Objectives   | Define deaf-blindness; define communication techniques designed for working with people who are deaf-blind/low vision; explain mobility and orientation techniques; and              |      |        |                  |         |
| Student Evaluation  | Tests and papers.  |      |        |                  |         |
| <b>Course Titles</b>  |  |      |        |                  |         |
| Master Title  | Working with Deaf Blind Persons  |      |        |                  |         |
| Terms Offered   | 207J000 First Term Final Term (Optional)   |      |        |                  |         |
| Description   | Instruction in the skills necessary to work with people who are deaf-blind, including deaf-blind children, in educational and residential settings. Includes skills for working as a |      |        |                  |         |
| Published Notes   | May include outside activities.  |      |        |                  |         |
| <a href="#">Add Another Title</a>   |  |      |        |                  |         |
| <a href="#">Continue Course Application</a>   |  |      |        |                  |         |

Enter Changes in the Edit Course Application

- Application Comments will provide a list of all activities on this application (the date, status, user name, department code, and comments entered by user for each activity).
  - Use the down arrow in the **Judgement** section to do the following:
    - Return the application for revision
    - Terminate the application
    - Approve the application
  - Add Comments about the Judgement you selected.
  - Click **Submit Course Application Review**
- Note:** A comment is required when terminating or returning an application for revision.
- From the Pending Review menu, select **Edit** to enter the application.
  - Make changes to the application. See [Course Field Definitions](#), page 1, for definitions of the course detail fields.
  - Click **Continue Course Application**.
  - Review the **Course Type Questions** for accuracy and click **Continue**.

Home My Profile Catalog Schedule Logout

Beaman is using role DEPT CHAIR | Logout

**Warning:**  
The following form field(s) may encounter issues with application approval:  
• Prerequisites - Course: SLNG 1305 is not an active course

**Please Review Application For Any Changes...**

|   |   |
|---|---|
| Application Type                                | NEW   |
| Department                                      | HUSE  |
| Dean  | DWATM   |
| Department Chair                                | PCHJS   |
| Budget #  | 64200   |
| CIP Code  | 1610030000  |
| Course Rubric - Number                          | SLNG-1246   |
| Integrated Course Rubric - Number               |   |
| Hours   | Semester Credit Hours/CE Units: 2<br>Lecture Hours: 2<br>Lecture Contact Hours: 32<br>Non-Lecture Hours: 0<br>Non-Lecture Contact Hours: 0<br>Total Contact Hours: 32   |
| Credit Type                                     | IN  |
| Fees  | FODDC - \$40.00   |
| Section Size                                    | Maximum Students: 20<br>Minimum Students: 14  |
| Department Approval Required                    | N   |
| Prerequisite (TSI) Skills                       | I   |
| Repeatable for Credit                           | N   |
| Rider 50 (Rule of Three) Applies?               | N   |
| Workforce Education Course Manual (WECM) Course | Y   |
| Academic Course Grade Manual (ACGM) Course      | N   |
| Workforce Local Needs Course                    | N   |
| Certificate Only                                | N   |
| Published Course                                | Y   |
| Prerequisites - Course                          | SLNG 1305.  |
| Prerequisites - Noncourse                       |   |
| Corequisites - Course                           |   |
| Corequisites - Noncourse                        |   |
| Student Outcomes and Objectives                 | Define deaf-blindness; define communication techniques designed for working with people who are deaf-blind/low vision; explain mobility and orientation techniques; and demonstrate communication with people who are deaf-blind. |
| Student Evaluation                              | Tests and papers.   |

**Course Titles**

|                 |  |
|-----------------|--|
| Master Title    |  |
| Title           | Working with Deaf-Blind Persons  |
| Terms Offered   | First Term: 207U000<br>Final Term:   |
| Description     | Instruction in the skills necessary to work with people who are deaf-blind, including deaf-blind children, in educational and residential settings. Includes skills for working as a Support Service Provider (SSP) for a deaf-blind person. |
| Published Notes | May include outside activities.  |

**Finalize Application**

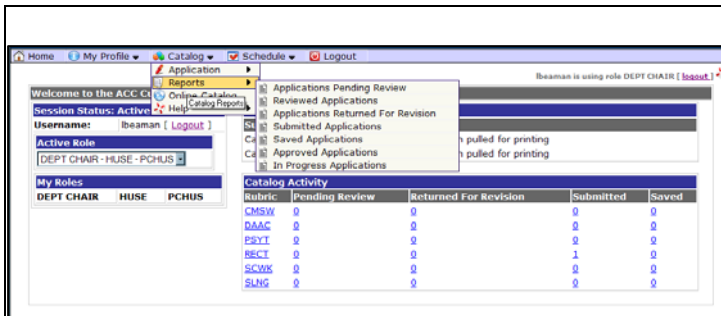
Justification

**Complete Justification**

14. Review the changes and **add a justification (a concise explanation of the changes)**.
15. Click **Submit Application**.
16. This application will now be available in the **Reviewed Applications** report.

## Reviewed Applications

The Reviewed Applications menu lists the applications you have reviewed.



Select Reviewed Applications

1. Select **Reviewed Applications** from the **Catalog** → **Reports** drop down menu.

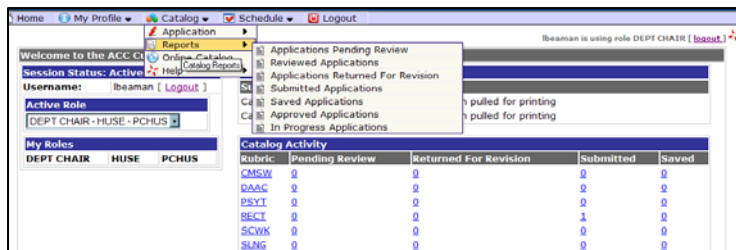
| ID   | Summary                    | Status                | Comments   | Reviewed On            | Action   |
|------|----------------------------|-----------------------|--|------------------------|----------|
| 649  | CMSW-1323 will be modified | DEPT CHAIR - APPROVED |  | 8/24/2006 4:40:00 PM   | [ View ] |
| 651  | DAAC-1307 will be modified | DEPT CHAIR - APPROVED |  | 8/24/2006 4:40:00 PM   | [ View ] |
| 1327 | SLNG-1240 will be created  | DEPT CHAIR - APPROVED | I need this course because we need more artistic interpreters.                         | 12/21/2006 9:35:00 AM  | [ View ] |
| 1328 | SLNG-1206 will be created  | DEPT CHAIR - APPROVED | Our department has been asked to provide graduates that can interpret for the arts.    | 12/21/2006 9:38:00 AM  | [ View ] |
| 1329 | CMSW-1319 will be created  | DEPT CHAIR - APPROVED | Adolescent problems in our society are forcing us to study them....                    | 12/21/2006 9:43:00 AM  | [ View ] |
| 1330 | CMSW-1309 will be created  | DEPT CHAIR - APPROVED | I need this course just because there are children with problems that we need to help. | 12/21/2006 9:47:00 AM  | [ View ] |
| 1331 | SLNG-1246 will be created  | DEPT CHAIR - EDITED   | This course will greatly add to our curriculum in our degree plan.                     | 12/21/2006 10:26:00 AM | [ View ] |
| 1331 | SLNG-1246 will be created  | DEPT CHAIR - APPROVED | This course will greatly add to our curriculum in our degree plan.                     | 12/21/2006 10:26:00 AM | [ View ] |
| 652  | DAAC-1319 will be modified | DEPT CHAIR - APPROVED |  | 8/24/2006 4:40:00 PM   | [ View ] |
| 654  | DAAC-1391 will be modified | DEPT CHAIR - APPROVED |  | 8/24/2006 4:41:00 PM   | [ View ] |
| 655  | DAAC-2341 will be modified | DEPT CHAIR - APPROVED |  | 8/24/2006 4:41:00 PM   | [ View ] |
| 691  | PSYT-1313 will be modified | DEPT CHAIR - APPROVED |  | 8/24/2006 4:41:00 PM   | [ View ] |

Applications Reviewed by User

2. Click **view** to view an application.

## Applications Returned for Revision

The **Applications Returned for Revision** menu lists the applications that have been sent back to you for revision. You can review and edit the application if applicable.



### Select Applications Returned for Revisions

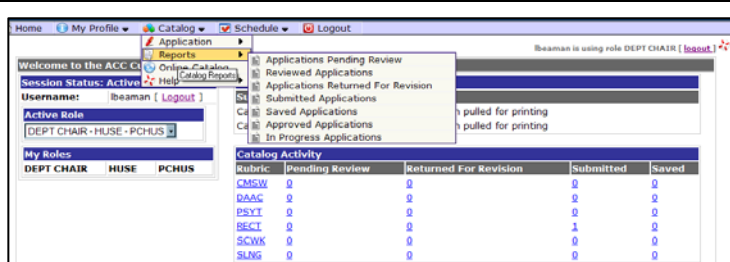
| ID   | Type | Summary                   | Status                     | Submitted              | Last Activity          | Action              |
|------|------|---------------------------|----------------------------|------------------------|------------------------|---------------------|
| 1327 | NEW  | SLNG-1240 will be created | DEAN - RETURN FOR REVISION | 12/21/2006 9:35:15 AM  | 12/21/2006 11:40:54 AM | [ Review ] [ Edit ] |
| 1328 | NEW  | SLNG-1206 will be created | DEAN - EXECUTIVE REJECTION | 12/21/2006 9:38:36 AM  | 12/21/2006 11:39:46 AM | [ Review ] [ Edit ] |
| 1329 | NEW  | CMSW-1319 will be created | DEAN - RETURN FOR REVISION | 12/21/2006 9:43:56 AM  | 12/21/2006 11:38:36 AM | [ Review ] [ Edit ] |
| 1331 | NEW  | SLNG-1246 will be created | DEAN - RETURN FOR REVISION | 12/21/2006 10:26:07 AM | 12/21/2006 11:43:17 AM | [ Review ] [ Edit ] |

### Applications Returned for Revisions

1. Select **Applications Returned for Revision** from the **Catalog** → **Reports** drop down menu.
2. Click **Review** to view an application or **Edit** to make changes.
  - a. If the status states "Executive Rejection" the application is no longer valid for submission.
  - b. If the status states "Return for Revision" the appropriate changes to the application need to be made before the application is resubmitted.

## Submitted Applications and Saved Applications

The **Submitted Applications** menu lists the applications you have submitted.



Submitted Applications

1. Select **Submitted Applications** from the **Catalog** → **Reports** drop down menu.

| ID   | Type   | Summary                              | Status                     | Submitted             | Last Activity          | Action   |
|------|--------|--------------------------------------|----------------------------|-----------------------|------------------------|----------|
| 1326 | EXPIRE | RECT-1341 will be expired (207U000). | DEAN - APPROVED            | 12/21/2006 9:21:33 AM | 12/21/2006 11:41:50 AM | [ View ] |
| 1327 | NEW    | SLNG-1240 will be created            | DEAN - RETURN FOR REVISION | 12/21/2006 9:35:15 AM | 12/21/2006 11:40:54 AM | [ View ] |
| 1328 | NEW    | SLNG-1206 will be created            | DEAN - EXECUTIVE REJECTION | 12/21/2006 9:38:36 AM | 12/21/2006 11:39:46 AM | [ View ] |
| 1329 | NEW    | CMSW-1319 will be created            | DEAN - RETURN FOR REVISION | 12/21/2006 9:43:56 AM | 12/21/2006 11:38:36 AM | [ View ] |
| 1330 | NEW    | CMSW-1309 will be created            | DEAN - APPROVED            | 12/21/2006 9:47:21 AM | 12/21/2006 11:44:10 AM | [ View ] |

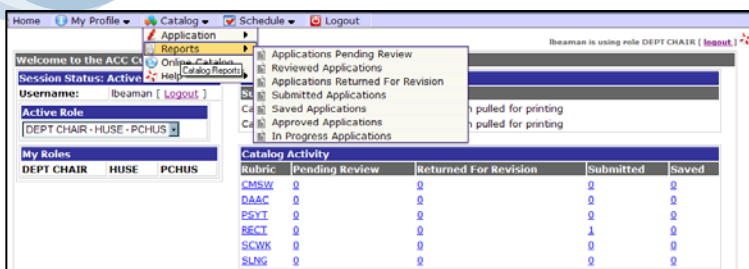
Submitted Applications

2. This screen displays the status of all applications submitted, their current status, when they were submitted and the last activity taken on the application.

**Note:** If an application has not been approved, the system has the capability to generate a reminder message to the next supervisor to approve the application after a designated period of time.

3. The user may view the application from this screen, but no other action may be taken from this screen.

The **Saved Applications** menu lists the applications you have saved to complete at a later date.



Select Saved Applications

| ID   | Type | Summary                   | Status            | Saved On              | Action   |
|------|------|---------------------------|-------------------|-----------------------|----------|
| 1332 | NEW  | SLNG-1309 will be created | REQUESTOR - SAVED | 12/21/2006 1:59:08 PM | [ Edit ] |

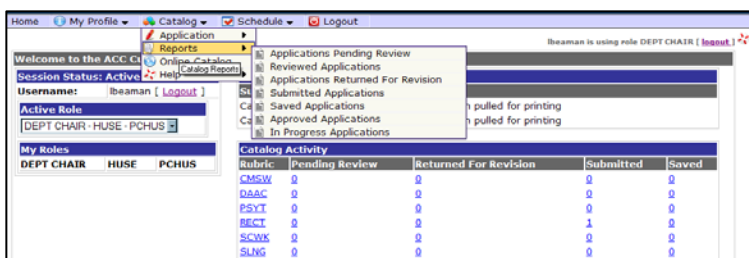
Saved Applications

2. Select **Saved Applications** from the **Catalog** → **Reports** drop down menu.
3. This screen displays all applications that have been saved and not submitted. Make sure you are in the correct active role if your saved application is not listed.
4. The application opens with the information you entered previously already filled in. Make changes to the application. See [Course Field Definitions](#), page 1, for definitions of the course detail fields.
5. Click **Save and Close** to finish the application at a later date, or click **Continue Course Application**.
6. Review the application for changes and enter a justification for the application. Click **Submit Application**. The application is submitted for review.

**Note:** Saved courses will be deleted from the system after 60 days. (This feature has not been activated).

## Approved Applications and In Progress Applications

The **Approved Applications** menu lists all approved applications in your purview.



Select Approved Applications

1. Select **Approved Applications** from the **Catalog** → **Reports** drop down menu.

| ID  | Type   | Summary                    | Status                    | Submitted             | Last Activity         | Action   |
|-----|--------|----------------------------|---------------------------|-----------------------|-----------------------|----------|
| 655 | MODIFY | DAAC-2341 will be modified | CS - RECONCILIATION ERROR | 7/27/2006 12:19:56 PM | 8/28/2006 11:59:39 AM | [ View ] |
| 691 | MODIFY | PSYT-1313 will be modified | CS - FULL APPROVAL        | 7/27/2006 4:01:15 PM  | 8/28/2006 11:59:29 AM | [ View ] |
| 692 | MODIFY | PSYT-1345 will be modified | CS - FULL APPROVAL        | 7/27/2006 4:02:18 PM  | 8/28/2006 11:59:36 AM | [ View ] |
| 693 | MODIFY | PSYT-1394 will be modified | CS - FULL APPROVAL        | 7/27/2006 4:03:32 PM  | 8/28/2006 11:59:43 AM | [ View ] |
| 694 | MODIFY | PSYT-2339 will be modified | CS - FULL APPROVAL        | 7/27/2006 4:04:43 PM  | 8/28/2006 11:59:49 AM | [ View ] |
| 695 | MODIFY | RECT-1301 will be modified | CS - FULL APPROVAL        | 7/27/2006 4:12:37 PM  | 8/28/2006 11:59:56 AM | [ View ] |
| 696 | MODIFY | RECT-1341 will be modified | CS - FULL APPROVAL        | 7/27/2006 4:13:47 PM  | 8/28/2006 12:00:03 PM | [ View ] |
| 697 | MODIFY | RECT-1342 will be modified | CS - FULL APPROVAL        | 7/27/2006 4:14:43 PM  | 8/28/2006 12:00:10 PM | [ View ] |
| 711 | MODIFY | RECT-2431 will be modified | CS - FULL APPROVAL        | 7/27/2006 4:46:57 PM  | 8/28/2006 12:07:56 PM | [ View ] |
| 713 | MODIFY | SCWK-1301 will be modified | CS - FULL APPROVAL        | 7/27/2006 4:48:37 PM  | 8/28/2006 12:08:14 PM | [ View ] |
| 714 | MODIFY | SCWK-1305 will be modified | CS - FULL APPROVAL        | 7/27/2006 4:49:35 PM  | 8/28/2006 12:08:21 PM | [ View ] |
| 716 | MODIFY | SCWK-1309 will be modified | CS - FULL APPROVAL        | 7/27/2006 4:50:25 PM  | 8/28/2006 12:08:33 PM | [ View ] |
| 717 | MODIFY | SCWK-1321 will be modified | CS - FULL APPROVAL        | 7/27/2006 4:51:33 PM  | 8/28/2006 12:08:39 PM | [ View ] |

Approved Applications

- The screen will list all applications that have been approved with the current status and activity date. The user may view any application by selecting the **View** link. These applications will appear in the online catalog/schedule when they have a status of "Closed."

The **In Progress Applications** menu lists all applications in your purview.

Select In Progress Applications

- Select **In Progress Applications** from the **Catalog** → **Reports** drop down menu.

| ID   | Type   | Summary                              | Status                     | Submitted              | Last Activity          | Action   |
|------|--------|--------------------------------------|----------------------------|------------------------|------------------------|----------|
| 1326 | EXPIRE | RECT-1341 will be expired (207U000). | DEAN - APPROVED            | 12/21/2006 9:21:33 AM  | 12/21/2006 11:41:50 AM | [ View ] |
| 1327 | NEW    | SLNG-1240 will be created            | DEAN - RETURN FOR REVISION | 12/21/2006 9:35:15 AM  | 12/21/2006 11:40:54 AM | [ View ] |
| 1328 | NEW    | SLNG-1206 will be created            | DEAN - EXECUTIVE REJECTION | 12/21/2006 9:38:36 AM  | 12/21/2006 11:39:46 AM | [ View ] |
| 1329 | NEW    | CMSW-1319 will be created            | DEAN - RETURN FOR REVISION | 12/21/2006 9:43:50 AM  | 12/21/2006 11:38:36 AM | [ View ] |
| 1330 | NEW    | CMSW-1309 will be created            | DEAN - APPROVED            | 12/21/2006 9:47:21 AM  | 12/21/2006 11:44:10 AM | [ View ] |
| 1331 | NEW    | SLNG-1246 will be created            | DEAN - RETURN FOR REVISION | 12/21/2006 10:26:07 AM | 12/21/2006 11:43:17 AM | [ View ] |

In Progress Applications

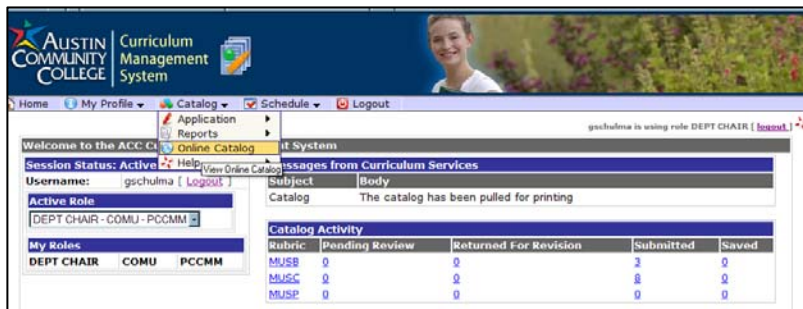
- This report will show the status of all applications and the progress of the applications through the approval chain.
- The user may view approved applications but may not make further changes. If edits are needed for an approved application, request the application to be returned for revision by the next appropriate approval level.



## Online Catalog

The **Online Catalog** lists all courses that:

- Are approved and processed by Instructional Support Services
- Are active in Datatel/CMS based on the effective start/end dates
- Are complete and do not have a reconciliation problem in CMS



Select Online Catalog

1. Select **Online Catalog** from the **Catalog** drop down menu.

| Description                            | Visibility | Start Date | End Date  | Action   |
|--|------------|------------|-----------|----------|
| 1998-1999 College Credit Catalog       | INTERNAL   | 8/15/1998  | 8/14/1999 | [ View ] |
| 1999-2000 College Credit Catalog       | INTERNAL   | 8/15/1999  | 8/14/2000 | [ View ] |
| 2000-2001 College Credit Catalog       | INTERNAL   | 8/15/2000  | 8/14/2001 | [ View ] |
| 2001-2002 College Credit Catalog       | INTERNAL   | 8/15/2001  | 8/14/2002 | [ View ] |
| 2002-2003 College Credit Catalog       | INTERNAL   | 8/15/2002  | 8/14/2003 | [ View ] |
| 2003-2004 College Credit Catalog       | INTERNAL   | 8/15/2003  | 8/14/2004 | [ View ] |
| 2004-2005 College Credit Catalog       | INTERNAL   | 8/15/2004  | 8/14/2005 | [ View ] |
| 2005-2006 College Credit Catalog       | INTERNAL   | 8/15/2005  | 8/14/2006 | [ View ] |
| 2006-2007 College Credit Catalog       | PUBLIC     | 8/15/2006  | 8/14/2007 | [ View ] |
| 2006-2007 Continuing Education Catalog | PUBLIC     | 9/1/2006   | 8/31/2007 | [ View ] |
| 2007-2008 College Credit Catalog       | INTERNAL   | 8/18/2007  | 8/15/2008 | [ View ] |
| 2008-2009 College Credit Catalog       | INTERNAL   | 8/15/2008  | 8/31/2009 | [ View ] |

Online Catalog Page

1. This screen lists all the academic years that are in Datatel.
2. The Visibility Statuses are:
  - **Archived** – Catalog is retained for research. No edits are permitted.
  - **Closed** – Catalog is closed for modification. The closed catalog may be viewed internally by ACC staff.
  - **Curriculum** – Used by Instructional Support Services to build the catalog (typically future catalog years).
  - **Internal** – Used internally within ACC for review/edit (typically the catalog that will be used for proofing prior to submission for print publication).
  - **Public** – Available to public on internet site. Changes made after print publication will show in the online catalog with a modification note and date.
3. Click the **View** link on the appropriate catalog link to display listings of course descriptions and award plans.



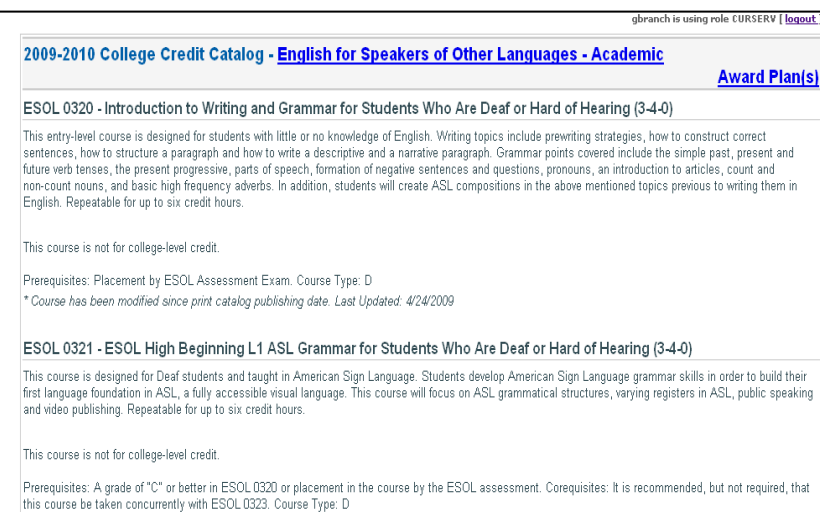
## Online Catalog – Course Descriptions and Award Plans



The screenshot shows the '2009-2010 College Credit Catalog' with two columns of links. The left column is titled '2009-2010 College Credit Catalog: Course Descriptions' and the right column is titled '2009-2010 College Credit Catalog: Award Plans'. Both columns list the same departments: Accounting, Air Force Science, Allied Health Science, Anthropology, Arabic, Architectural and Engineering Computer Aided Design, Art, Astronomy, Auto Body Collision and Refinishing, Automotive Technology and Outdoor Powered Equipment, Biology, Biotechnology, Building Construction Technology, Business and Technical Communications, Chemistry, and Child Care and Development.

## Listing of Course Descriptions and Award Plans

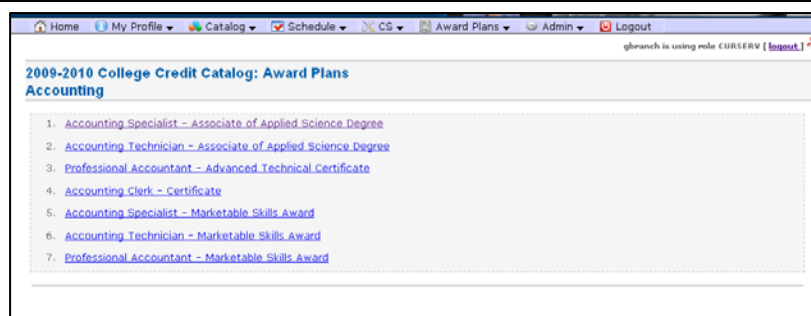
1. Click on the appropriate department link for the descriptions or award plans you would like to view.



The screenshot shows the '2009-2010 College Credit Catalog - English for Speakers of Other Languages - Academic' page. It includes a link to 'Award Plan(s)'. The page details two courses: ESOL 0320 - Introduction to Writing and Grammar for Students Who Are Deaf or Hard of Hearing (3-4-0) and ESOL 0321 - ESOL High Beginning L1 ASL Grammar for Students Who Are Deaf or Hard of Hearing (3-4-0). Each course description includes a paragraph about the course, a note that it is not for college-level credit, prerequisites, and a note about the course being modified since the print catalog publishing date.

## Online Catalog Description

2. If you select a **Course Description** link, all courses for that department will be displayed with detailed course description information.
3. If a course has been changed since the catalog has been published, a note will appear stating ***“\* Course has been modified since print catalog publishing date. Last Updated: X/XX/20XX”***
4. Award Plans are also accessible from this detailed course descriptions’ page. Click on the Award Plan(s) link in the department header field.
5. You can access the department’s website by clicking on the department name.



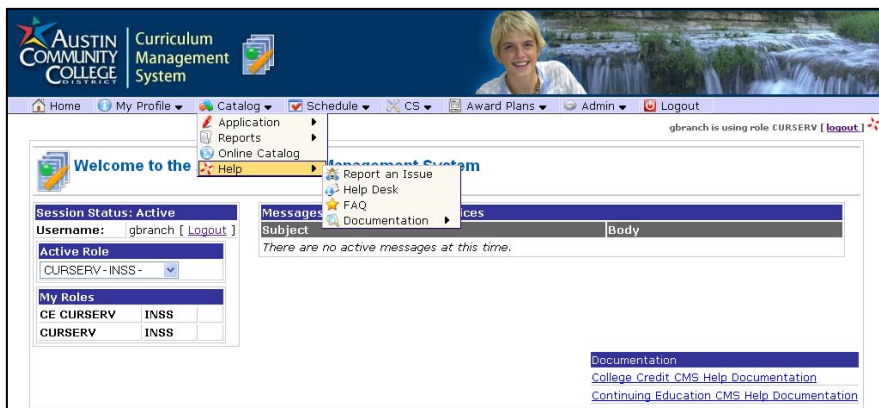
The screenshot shows the '2009-2010 College Credit Catalog: Award Plans' page for the Accounting department. It lists seven award plans: 1. Accounting Specialist - Associate of Applied Science Degree, 2. Accounting Technician - Associate of Applied Science Degree, 3. Professional Accountant - Advanced Technical Certificate, 4. Accounting Clerk - Certificate, 5. Accounting Specialist - Marketable Skills Award, 6. Accounting Technician - Marketable Skills Award, and 7. Professional Accountant - Marketable Skills Award.

## Online Catalog Award Plans

6. If you select an **Award Plan** link, all awards granted by that department will be displayed.
7. Click on the name of the award plan you wish to view.

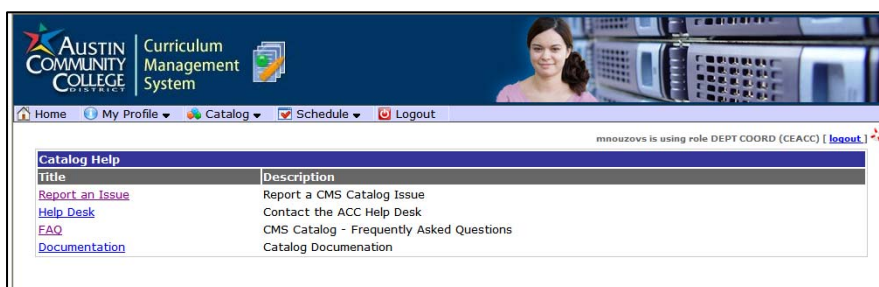
## Help

On the right top corner in you will see an image 🚩 to access pertinent help screens. Help screens are available for most functions in CMS. Help documentation links are also available from the CMS Home Page and on the web at: <http://www.austincc.edu/schedev/index.php>.



## Help

Additional help information is provided from selecting Help from the Catalog drop down menu or hovering over Catalog → Help to view the Help drop down menu.



## Catalog Help

Email questions to **Instructional Support Services** who will be able to assist or will report the issue to Information Technology (IT).

**Report an Issue** – to troubleshoot an issue with the system. Preferably, email **Instructional Support Services** who can provide assistance with system issues or will report the problem to IT.

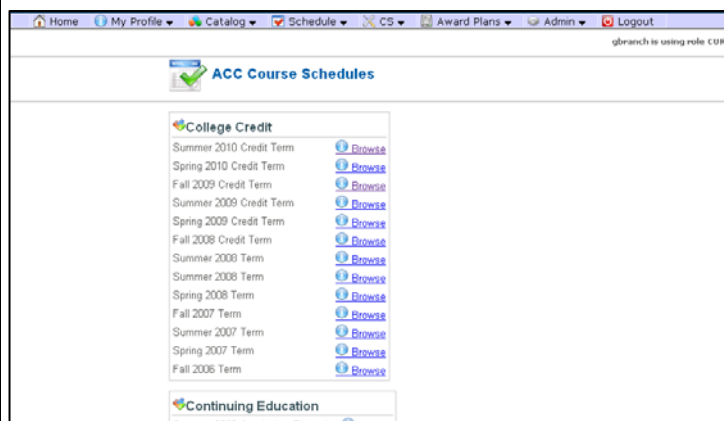
**Help Desk** – to report computer/technical issues: <http://www.austincc.edu/helpdesk/>.

**FAQ – Frequently Asked Questions** will be collected and added later. Email questions to: **Instructional Support Services** ([ollad@austincc.edu](mailto:ollad@austincc.edu); [gbranch@austincc.edu](mailto:gbranch@austincc.edu)).

**Documentation** – Catalog Documentation will be added later. College Credit CMS Help Documentation is available on the web at: <http://www.austincc.edu/schedev/index.php>.

## College Credit Schedule

This Schedule component is not fully implemented. There are some features that will be available at a later date.



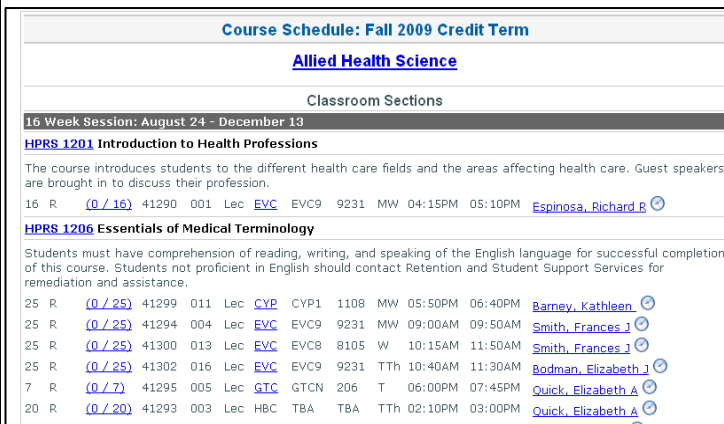
Online Course Schedules

1. Select **Schedule** → **Online Schedule** from the Schedule drop down menu.
2. This screen lists all semester terms that are in Datatel. Click the **Browse** link for the term you wish to view.



Department Areas Listing

3. Select the department area that you wish to view.

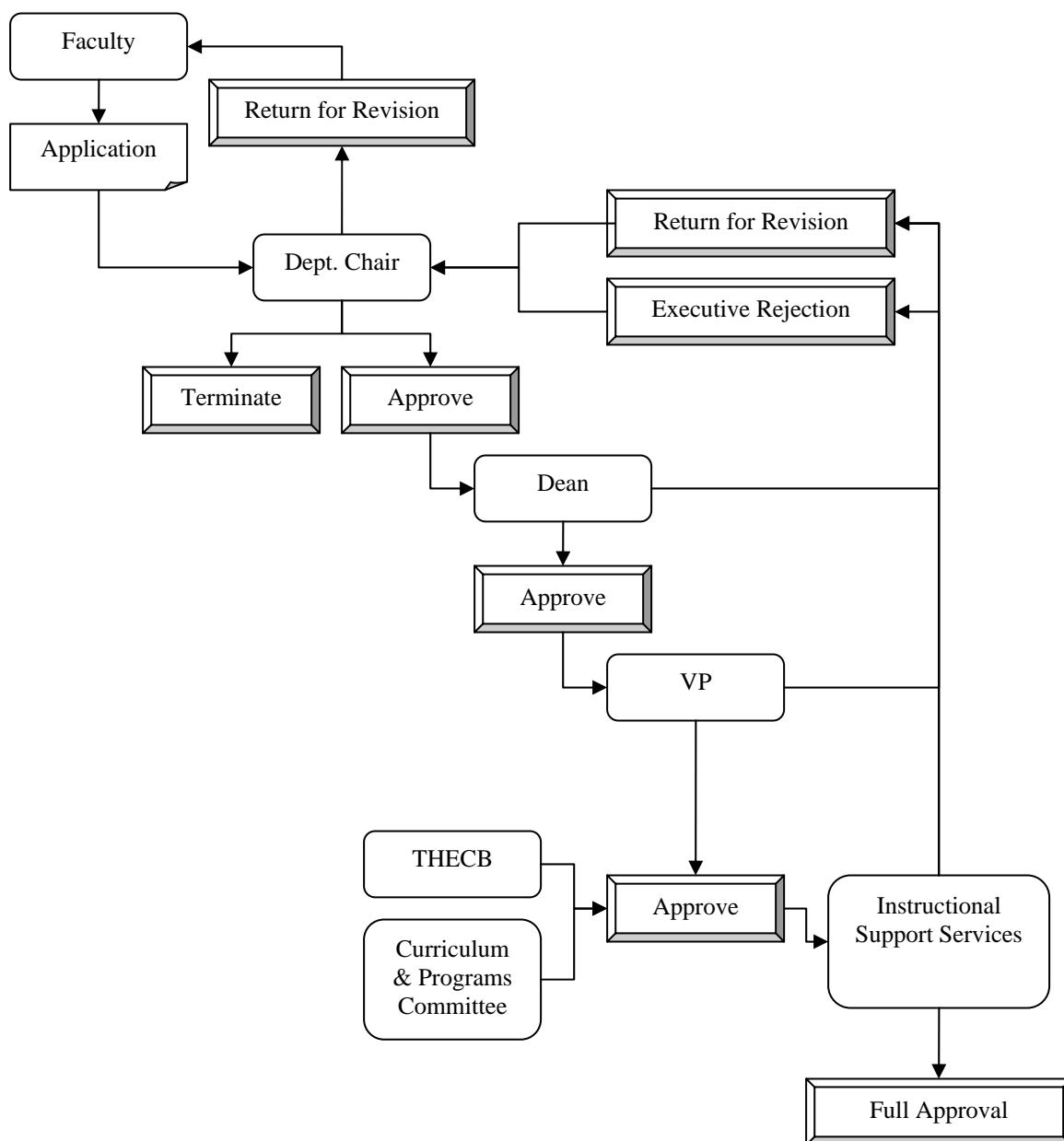


Credit Term Course Schedule

4. The schedule is displayed. Several things to note are:
  - Schedule is sorted by sessions; first by classroom sections followed by Distance Learning
  - Link to department web site
  - Department notes
  - Course Notes
  - Section/Synonym Notes
  - Links to the course descriptions
  - Links to the campus web sites
  - Links to office hours
  - Students Enrolled/Maximum Seats
  - Combined Section Details with more accurate enrollment information.

## Role Matrix

| Role\User                  | Faculty  | Department<br>Chair<br>Assistant | Department<br>Chair | Dean<br>Assistant | Dean     | VP       | Instructional<br>Support<br>Services |
|----------------------------|----------|----------------------------------|---------------------|-------------------|----------|----------|--------------------------------------|
| <b>View</b>                | <b>X</b> | <b>X</b>                         | <b>X</b>            | <b>X</b>          | <b>X</b> | <b>X</b> | <b>X</b>                             |
| <b>Initiate</b>            | <b>X</b> | <b>X</b>                         | <b>X</b>            | <b>X</b>          | <b>X</b> |          | <b>X</b>                             |
| <b>Approve</b>             |          |                                  | <b>X</b>            |                   | <b>X</b> | <b>X</b> | <b>X</b>                             |
| <b>Return for Revision</b> |          |                                  | <b>X</b>            |                   | <b>X</b> | <b>X</b> | <b>X</b>                             |
| <b>Executive Rejection</b> |          |                                  | <b>X</b>            |                   | <b>X</b> | <b>X</b> | <b>X</b>                             |
| <b>Terminate Request</b>   |          |                                  | <b>X</b>            |                   |          |          | <b>X</b>                             |
| <b>Revise</b>              | <b>X</b> | <b>X</b>                         | <b>X</b>            |                   |          |          | <b>X</b>                             |

**Application Flow Chart**

## Program Revision / New Program Approval

Program Name \_\_\_\_\_

Submitted by \_\_\_\_\_

|  | Justification |
|--|---------------|
|  |               |

Submit this signed form with proposed curriculum changes to Instructional Support Services/HBC.

|  |
|--|
| <b>Instructional Task Force and/or Advisory Committee</b>  |
| Minutes documenting approval are held in department files. |

|                  |      |
|------------------|------|
| Department Chair |      |
| Signature        | Date |

|           |      |
|-----------|------|
| Dean      |      |
| Signature | Date |

|                       |      |
|-----------------------|------|
|                       |      |
| <b>Vice President</b> |      |
|                       |      |
| Signature             | Date |